

South Jordan City

Job Description

Title: Custodian – Part-Time
Budget Code: 10-245
Pay Grade: S-7

Effective Date: 3/6/15
FLSA Classification: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of routine semi-skilled and skilled custodial tasks.

SUPERVISOR

Facilities Coordinator

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Operate small mechanized equipment as needed to maintain buildings and grounds; groom building surroundings; perform winter snow removal.

Monitor custodial supplies and inventory; assure proper inventory of materials and equipment such as chemicals, cleaning supplies, light bulbs etc.

Perform seasonal facility maintenance tasks such as floor stripping and refinishing, shampoos carpet, etc.

Provide regular attention to detail to all facility working conditions and equipment to provide a safe and clean environment for patrons and employees.

Replace burned out lamps; buff, dust, wax, wash, and polish floors removing scuff marks, heavy dirt, scratches etc.; Vacuum rugs; wash and clean walls, door frames, doors, counters, mirrors and glass; empty and clean waste receptacles; clean and sanitize rest room sinks and bowls; wash windows; perform related tasks as needed to maintain clean and attractive facilities.

Perform general facility security tasks; attend special events and activities as required; assure that rooms, offices, and various city areas are locked and secure; may provide access to various authorized groups which have scheduled use of facilities, rooms, and equipment.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. No previous education or experience required.

2. Special Qualifications:

Valid Utah Class D Drivers License

3. Knowledge, Skills and Abilities:

Knowledge of practices, tools, equipment and materials used in custodial work; knowledge of safety practices of custodial work and use of cleaning agents and equipment; knowledge of hazardous materials policies, procedures and safety regulations; knowledge Safety Data Sheet (SDS).

Ability to operate tools and equipment used in custodial work; ability to follow oral and written instructions; ability to perform heavy lifting and other duties requiring moderate physical strength. Ability to complete a daily routine as specified.

Ability to develop working relationship with co-workers and supervisor(s) and be able to work independently. The ability to listen to and understand information and ideas presented through spoken words and sentences.

Ability to effectively communicate and work as a team, help other employees and the public; must be able to recognize unacceptable conditions and correct them with minimum direction.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting (0-60 lbs.) etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Position Code:	FAC029	EEOP Class:	Serv/Maint
Position Type:	RPT/FTE .50	EEO-4 Class:	Serv/Maint
		Job Match Code:	